

**Space Family Education, Inc.  
Board of Director's Open Meeting**

**August 19, 2004**

***Director Report***

**Staffing**

**Resignations:**

No report

**New Hires:**

The Center is planning to hire Mr. Warren Brooks for room 9 to replace Ms. Tricia Youngman. Ms. Hirning said that we would have to wait until we close out the WeeCare contract for Mr. Brooks.

**Other:**

Ms. Hirning reported that all the teachers are back their same room assignments.

**Operations**

**Facility:**

Ms. Hirning reported that she and the staff are moving things out of the old building and into newly bought storage shed. Ms. Hirning said that she had to use the old shed on the north side so store some of the older items. Mr. Nguyen was asked to help unassemble the cribs for the move. Ms. Hirning said that the old refrigerator would be left in place for the demolition people to remove with the building.

Ms. Hirning pointed out that the old building, the structure itself, is part of the fence on that side of the playground, and that we would have built that part of the fence once the building is removed. Ms. Vandersand asked about the access to the playground during the demolition, and said that we need to coordinate with NASA to minimize impact to the school.

**Special Events:**

Ms. Hirning reported that Open House is this evening, and that Grandparents Luncheon is scheduled for September 9<sup>th</sup> and 10<sup>th</sup>.

**Other:**

No report

***Committees Report***

**Education Curriculum**

Ms. Hirning said that Room 3 teacher is still asking for authorization to purchase a new curriculum for the room. Ms. Hirning believed that the cost is \$25 per month for 12 months

of material. Ms. Gomez and Ms. Mason asked for more details, and to make sure that the cost is not \$25 per month per child.

Ms. Hirning reported that the Center will have all the same enrichments as last year.

### **Playground**

Ms. Hirning reported that we need a new chairperson for the playground committee, and that she would ask Mr. Kearney if he would like to volunteer for the job.

### **Newsletter and Webpage**

Ms. Hirning said that she would try to ask for a newsletter after about two weeks.

### **Room-1**

No report

### **Room-2**

No report

### **Room-3**

No report

### **Room-4**

No report

### **Room-5**

No report

### **Room-6**

No report

### **Room-7**

No report

### **Room-8**

No report

### **Room-9**

No report

## ***Board Members Report***

### **Policies and Procedures** (Absent, Ms. Hirning reported for Ms. Lewis)

Ms. Hirning reported for Ms. Lewis, and said that we have opening in rooms 5 and 7.

Ms. Lewis is asking the Board to consider raising the deposit amount to \$170, starting with new enrollment. Ms. Lewis said that parents are withdrawing their children with adequate advance notice. Ms. Lewis said that the \$170 deposit would cover any room tuition for one

week. The Board approved the request to raise the enrollment deposit to \$170, starting with all new enrollment.

**Treasurer** (Jennifer Mason)

Ms. Mason handed out a copy of the approved budget for the Board to sign.

Ms. Mason handed out the financial report. Ms. Mason asked whether the line item for 'First Grade Testing' is still needed. The answer was no.

The financial report was review and several items were pointed out and several questions were raised; 1) School bus loan still showing a negative number on balance sheet, 2) Miscoded enrichment for summer camp? 3) Why field trip costs for the main school is too high when parents should have paid for all of it? 4) Summer camp did not do as well, and the same with the main school.

Ms. Hirning said that she would look into why the field trip expense is so high. Ms. Gomez asked Ms. Mason for the bank balance, through July, to help look into things. Ms. Hirning said that we spend money to buy school supplies, and not all of the monies collected from parents are deposited.

A question was asked parents still use Parentwatch. The answer from those present was yes.

Ms. Mason referred to the employee 401K investment report and pointed out that the rate of return were really bad. Ms. Mason asked if someone would be interested to look into this and whether we, the Board, should look for something else that might do better. Ms. Gomez agreed to review past and current reports to assess issue, and to ask her financial advisor.

Ms. Mason referred to Hartford Insurance's request for the employee payroll to determine the workman compensation premium, and ask for help to respond to the request. Ms. Schroeder was assigned that action to work with Ms. Mason to respond to the request.

**Secretary** (Louis Nguyen)

Mr. Nguyen reported that he sent out the membership renewal notice at the beginning of August. Annual membership dues are due by September 1<sup>st</sup>.

**Vice President** (Erica Vandersand)

No report

**President** (Susan Gomez)

Ms. Gomez said that she gotten the close call on the roof leak close call transferred to someone else.

Ms. Gomez said that she hadn't heard anything definitive on the expansion plan, and the proposal is now in NASA's hands.

Ms. Gomez answered and clarified that expansion plan does not include plans for a 1st grade.

## ***SFEI Members Report***

### **Walk-ons**

None

### **Old Business**

None

### **New Business**

Ms. Thompson-Fowler asked about when the computer enrichment will start so that she can have people to support the computers setup. September 3<sup>rd</sup> is when ISD is planning to setup and cleanup the computers. Ms. Thompson-Fowler also proposed to have computer or technology committee made up of parent volunteers to help the staff with any computer related issues. Ms. Thompson-Fowler said that she is working on getting five more computers donated to the childcare center. These donated computers will not be the same or supported by ISD, and will not be on the network. That's where the computer or technology committee could help, by setting up and maintains these machines. Ms. Hirning said that she would poll the room captains.

Ms. Hirning asked about getting email accounts for the teachers. Ms. Thompson-Fowler said that it could be done. However, Ms. Gomez said that Ms. Hirning should discuss the needs with the teachers and whether it would help with their tasks. The Board believed that the idea of having email accounts for the teachers needs to be reviewed further or referred to the newly adopted computer/technology committee to decide, and tabled the discussion for now. Ms. Thompson-Fowler was asked if she would head up the computer/technology committee.

### **Attendance:**

Louis Nguyen  
Valerie Thompson-Fowler  
Susan Gomez  
Dianna Ritter  
Kristy Hirning  
Erica Vandersand  
Jennifer Mason  
Shelly Schroeder

The next meeting will be September 16, 2004  
Room 122 JSC Child Care Center - 11:30 AM - 1:00 PM